

<https://www.ryobi-g.com/careeropportunities/job-opportunities-invoicing-executive/>

Invoicing Executive

Description

- To process billing within the agreed stipulated timeline
- Prepare monthly intercompany invoices
- Maintains financial records
- Support & work closely with the AR team
- Petty cash claim submission
- Assist in internal/external audit
- Any other ad hoc duties may be assigned from time to time.

Requirements

- Minimum with Diploma or equivalent related to Accounting field
- At least 1 to 2 years of accounting experience
- Good communication and follow-up skills
- Strong team player with positive working attitude
- Good organization and administrative skills
- Proficiency in Microsoft Office
- Experience in using the Oracle system will be an advantage
- Detail-oriented with good written and verbal communication skills
- Fast and Accurate / Meet dateline

Qualifications

Diploma, Advanced/Higher/Graduate Diploma

Career Level

Junior Executive

Contacts

recruit@ryobi-g.com

Hiring organization

Ryobi Geotechnique (M) Sdn Bhd

Vacancies

1 Opening

Employment Type

Full-time

Industry

Engineering

Experience

1 Year

Multiple Job Locations

Batu Pahat

39A & 39B Jalan Rotan Cucur,
Taman Sri Jaya

Kuching

Sublot 6 Block C2 Level 3, Saradise
Jalan Stutong, Muara Tebas Land
District

Working Hours

Mon-Sat

Base Salary

MYR2000 – MYR2300 *Per month*

Date posted

04/04/2022